

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND
CHILD/FAMILY/SCHOOL PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457

TO: National School Lunch and Breakfast Program Sponsors

FROM: Maureen B. Staggenborg, Director - Child Nutrition Programs

DATE: September 6, 2006

SUBJECT: **Operational Memorandum # 23-06**
I. Monitoring and Implementation of HACCP-Based Food Safety Program
II. Reporting of Food Safety Inspections

- I. This is to provide guidance to School Food Authorities (SFA) on monitoring and implementation of the food safety program required by the Child Nutrition and WIC Reauthorization Act of 2004. By the first day of school after June 2006, the Hazard Analysis Critical Control Point (HACCP) program is required to be fully implemented by all schools participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP). SFAs should review the following to confirm implementation of the food safety program:
 - a. Review the written food safety program to ensure that it follows the HACCP Guidance. This can be found on the following website:
<http://www.fns.usda.gov/cnd/lunch/Downloadable/HACCPGuidance.pdf>.
The food safety program must include **Standard Operating Procedures** (SOPs) and the **HACCP principles** described in the guidance.
 - b. Review food safety records from each site to determine if the written program is implemented. Documents may include food preparation process charts, temperature logs and descriptions of Standard Operating Procedures.
 - c. Review HACCP training records and attendance records to verify employee participation and evaluate effectiveness of training program.
- II. Section 9 of the Richard B. Russell National School Lunch Act requires each State Agency to annually monitor and report to the United States Department of Agriculture the number of food safety inspections obtained by institutions that participate in the NSLP or School Breakfast Program (SBP). Therefore, all school food authorities need to complete an **online survey** pertaining to food safety inspections that were conducted during the 2005-2006 school year. In order to complete the survey, please go to this website <http://www.csde.state.ct.us/public/surveys/health/> and follow the directions outlined below:

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Food Safety Survey Instructions:

- a) Enter Password: ***Salad*** (All sponsors will have the same password.)
- b) Select your school district or school name.
- c) Enter information for the contact person and you must include a phone number and an email address.
- d) For the 2005-2006 school year, enter the total number of sites which had the following: (Note: All sites must be accounted for in this section. If any of these questions do not apply to any of your sites you must enter "0". Do not leave any of the fields blank.)
 - 1) zero health inspections
 - 2) one health inspection
 - 3) two health inspections
 - 4) more than two health inspections
- e) Click on ***Save*** at the bottom right hand of this screen. (This must be done or the data will not be entered.)
- f) ***Are you sure data is accurate?*** Enter "yes" if all of the data entered is accurate. If the data is not accurate, click "no" and correct the data and click on ***Save***.
- g) ***Thank you for submitting your data!*** (This screen should appear if you have successfully saved your data.)

The survey must be submitted no later than **September 29, 2006** and each school that participates in the NSLP or SBP must be accounted for in this survey.

Questions regarding completing this survey may be directed to Lorraine Sternal at (860) 807-2008 or lorraine.sternal@ct.gov .